



## JOB DESCRIPTION

**Job Title:** Instructional Designer  
**Date:** November 4, 2016  
**Division/Dept:** Standards / Learning Services

<p>1) <b>Primary Function</b></p> <ul style="list-style-type: none"> <li>▪ Why does the job exist?</li> </ul>	<p>The Instructional Designer (ID) is responsible for commercial product development for Learning Service’s education products.</p> <p>The ID has experience within a learning environment and developing training products which support functions/processes prescribed by standards and enhance end-user understanding, performance, and adoption.</p> <p>The ID is responsible for overseeing the designing, development, QA and maintenance of new or existing commercial learning products designed for CSA customers across a wide variety of industry sectors and occupations.</p> <p>This individual is able to participate in most phases of needs analysis and development and may provide guidance to project resources including outside vendors and subject matter experts.</p>
<p>2) <b>Working Relationships:</b></p> <ul style="list-style-type: none"> <li>▪ Reports to whom?</li> <li>▪ Supervises whom?</li> <li>▪ Peer Relationships</li> </ul>	<p><b>Reports to:</b> Manager, Curriculum Development  <b>Supervises:</b> None, provides direction to others on a project basis including product coordinators, designers, programmers, and graphic artist vendors  <b>Peer Relationships:</b> Product Portfolio Managers, Instructors, Product/Seminar Coordinators, Multimedia Developers, Editors</p>
<p>3) <b>Dimensions:</b> (if applicable)</p> <ul style="list-style-type: none"> <li>▪ Operating/revenue Budget?</li> <li>▪ Staff size?</li> <li>▪ Other Measurable Factors?</li> </ul>	<p>Operating Budget: \$25,000 - \$50,000</p> <ul style="list-style-type: none"> <li>• Identifies project resource requirements based on project tasks and project complexity.</li> </ul>
<p>4) <b>Principal Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Include all essential job functions</li> <li>▪ This section should include the primary day-to-day responsibilities &amp; activities of the position. These should represent the “core” of the job duties.</li> </ul>	<ol style="list-style-type: none"> <li>1. In consultation with the Manager, Curriculum Development, ID is responsible for coordinating the design, development, production and maintenance of approved learning products to meet Learning Service budget and time requirements.</li> <li>2. ID is responsible for managing the associated costs and negotiating for services with suppliers for assigned products in compliance with CSA Group requirements. Monitors the expenditures for each product developed and provide research into costs associated with each program. Inputs into the budgeting process for the Manager.</li> <li>3. In conjunction with Product Portfolio Managers, identify internal and/or external resources to develop the technical content and provide resource materials for the learning products.</li> <li>4. ID provides guidance, and aids subject matter experts in product development including guidance on the flow and pace of the material, development of suitable learning activities, demonstrations, examples, and other opportunities for learner engagement.</li> <li>5. Works with subject matter experts to ensure that the course objectives are defined and met, the appropriate instructional method is selected and that CSA’s instructional design standards and adult learning principles are applied to the development of each product.</li> </ol>



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	<ol style="list-style-type: none"> <li>6. Coordinates the receipt and authorization of use for the written and visual materials as needed, technical subject matter and graphics, translations and other value added items as appropriate to ensure all necessary items are in place for product development.</li> <li>7. Participates in and/or monitors pilot deployment of courses and conducts evaluation in conjunction with Product Portfolio Manager to finalize program prior to formal launch. This includes validation that the course meets the defined learning objectives and learning outcomes according to the defined assessment method.</li> <li>8. Liaises with production vendor and Learning Services Operations to ensure products are available for on-time availability and deployment.</li> <li>9. Performs other duties and special assignments as required.</li> </ol>
<p><b>5) Work Environment</b></p> <ul style="list-style-type: none"> <li>▪ Describe the working conditions related to the job including physical requirements, equipment used, time constraints, public contact, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer/desk role with frequent time spent sitting and using computer equipment.</li> <li>• Regular need to give close attention, conversing with highly technical subject matter experts.</li> <li>• Continuous pressure for deadlines, production requirements, accuracy or similar demands.</li> <li>• Use of advanced software applications for development of products.</li> <li>• Requires new/evolving development skill sets associated with the latest learning technologies and development methodologies. Translates project goals into platform and technical/coding specifications.</li> </ul>
<p><b>6) Preferred Education &amp; Experience</b></p> <ul style="list-style-type: none"> <li>▪ List the minimum amount of education and/or experience required to perform the job. Be specific in terms of the type of experience required.</li> </ul>	<ul style="list-style-type: none"> <li>• Post Secondary Education in instructional design / adult learning, Business Administration or equivalent</li> <li>• Five years of related work experience</li> <li>• Experience developing adult learning coursework is preferred</li> <li>• Strong PC skills, including Adobe Creative Cloud software, Articulate Storyline, MS Word, PowerPoint and Excel</li> <li>• Exceptional interpersonal skills</li> <li>• Strong project management and organizational skills</li> <li>• Travel is a necessary component of this position</li> </ul>

This position requires regular attendance and punctuality in accordance with Company policies. Additionally, the ability to interact well with other employees and work overtime, as necessary, is required.

To Apply for the Position, submit your application via the CSA Group web site ([www.csagroup.org/](http://www.csagroup.org/)):

[Click Here](#) to link to CSA Group/Career Opportunities page

Position Location: Cleveland, OH

Job ID: J1116-0687